



# CONFIRMED MINUTES

## LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

I certify that the minutes of the meeting of the Local Emergency Management Committee held 13 September 2019 were confirmed on 9 December 2019.

A handwritten signature in blue ink, appearing to read "Lizzy", written over a horizontal line.

Chairperson



**CONFIRMED MINUTES  
LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING  
13 SEPTEMBER 2019**

**ATTENTION/DISCLAIMER**

The purpose of this Committee Meeting is to discuss and make recommendations to Council about items appearing on the agenda and other matters for which the Committee is responsible. The Committee has no power to make any decisions which are binding on the Council or the Shire of Mundaring unless specific delegation of authority has been granted by Council. No person should rely on or act on the basis of any advice or information provided by a Member or Employee, or on the content of any discussion occurring, during the course of the Committee Meeting.

The Shire of Mundaring expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any advice or information provided by a Member or Employee, or the content of any discussion occurring during the course of the Committee Meeting.

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**LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING  
COMMITTEE ROOM, SHIRE OF MUNDARING – 10.00AM**

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**1.0 OPENING PROCEDURES**

Acknowledgment of Country

Shire of Mundaring respectfully acknowledges the Whadjuk of the Noongar Nation, who are the traditional custodians of this land. We wish to acknowledge Elders past, present and emerging and respect their continuing culture and contribution they make to the region.

The President Person declared the meeting open at 10am.

**1.1 Announcement of Visitors**

**1.2 Attendance/Apologies**

<b>Members</b>	Cr Stephen Fox	Chairperson
	Adrian Dyson	LEMC Executive Officer
	Garry Bird	Director Corporate Services
	Martin Shurlock	Senior Environmental Health Officer
	Claire Silveira	Red Cross
	Joshua Green	SERCO
	Daniel Etherington	SERCO
	Sam Roberts	Department of Justice
	Cassie Kelly	Department of Communities
<b>Staff</b>	Jenine Banks	Minute Secretary
	Craig Cuthbert	Co-ordinator Community Safety & Emergency Management
	Cameron Greaves	Deputy Chief Bush Fire Control Officer
<b>Apologies</b>	Merveen Cross	DFES District Emergency Management Advisor
	Ryan Hamblion	Department of Communities

**2.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

**3.0 DECLARATION OF INTEREST**

**3.1 Declaration of Financial Interest and Proximity Interests**

Elected Members must disclose the nature of their interest in matters to be discussed at the meeting (*Part 5 Division 6 of the Local Government Act 1995*).

Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting (*Sections 5.70 and 5.71 of the Local Government Act 1995*)

Nil.

### **3.2 Declaration of Interest Affecting Impartiality**

An Elected Member or an employee who has an interest in a matter to be discussed at the meeting must disclose that interest (*Shire of Mundaring Code of Conduct, Local Government (Admin) Reg. 34C*).

Nil.

### **4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

That the minutes of the meeting of the Local Emergency Management Committee held Friday 7 June 2019 be confirmed.

<b>COMMITTEE DECISION</b>	<b>DLEMC1.06.19</b>
Moved by: Adrian Dyson	Seconded by: Cassie Kelly

### **5.0 PRESENTATIONS**

Red Cross – LEMC Update (Attachement 1)

### **6.0 REPORTS OF EMPLOYEES**

#### **6.1 PROPOSED NEW STANDARD MEETING ITEM – JOINT PREPAREDNESS PROJECT**

The Executive Officer outlined the programme of activities for this project, saying that Red Cross have received a NDRP grant to fund a multi-year preparedness project with the City of Swan, Shire of Mundaring and City of Kalamunda.

#### **6.2 STATE EXERCISE COORDINATION TEAM (SECT)**

The Executive Officer provided an update on the activities of the SECT, saying that from 2020 (on a 3 year cycle) all State Exercises will need to comply with the State Exercise Framework. The Shire of Mundaring's School Principal Network Forum have indicated that they would like to see an exercises around what happens at a school when it is threatened by a bushfire.

#### **6.3 SOM STAFF RECOVERY TRAINING**

The Executive Officer outlined the contents of proposed recovery training to be delivered to SoM staff, advising that Shire of Mundaring staff may be required to carry out tasks outside of their normal duties during recovery (as many experienced in the Parkerville/Stoneville/Mt Helena fires in 2014). All staff will be required to attend a recovery training session which will be held during the month of October 2019.

#### **6.4 STATE RISK PROJECT – LOCAL LEVEL RISK WORKSHOPS**

The Executive Officer provided the meeting with an update on the joint Local Government Local Level Risk Workshops conducted to date, saying that Local Governments need to

get involved and do risk management/risk assessments around 4/5 key risks relevant to their location/environment. Shire of Mundaring have recently done a hazmat scenerio. It is expected that the next exercise will be around extreme weather with a report going to the SEMC once all workshops have been held.

## **6.5 CORRESPONDENCE IN/OUT**

### **In**

27.06.19 C Silveira – Red Cross, NDRP Preparedness Project  
26.07.19 T Kurtis – DFES, Bush Fire Regs 1954, TFB Exemptions  
30.07.19 Dept Of Planning Lands & Heritage, Bushfire Framework Review 2019  
08.07.19 L Timol - City of Belmont, Local Level Risk Workshop, Aircrash & Hazmat  
16.08.19 M Pexton – WALGA, BF Act 1954, S33 Review Update  
22.08.19 WALGA, EM News August 2019

### **Out**

30.08.19 Adrian Dyson – DFES, Bush Fires Act 1954, TFB Exemptions

## **7.0 STANDARD MEETING ITEMS**

### **7.1 Contact Details**

### **7.2 Post Incident Reports**

### **7.3 Post Exercise Reports**

The Executive Officer told the meeting that on 12 September 2019, he had attended a State Bush Fire Exercise, showing the meeting a brief Powerpoint display on images from the Exercise.

### **7.4 Funding Nominations and Applications Progress**

The Executive Officer advised that talks are well underway in regards to a new location/facility for Stoneville VBFB/Mundaring Fire School. Lotterywest will be approached in due course.

### **7.5 Emergency Risk Management/Treatment Strategies Progress**

The Executive Officer advised the works funded by MAF will continue to be carried out through the Shire.

### **7.6 Review Local Emergency Management Arrangments (LEMA)**

The Executive Officer said that the LEMA will be reviewed in 2020.

## **7.7 Review LEMC Business Plan Strategies & Record Key Achievements**

## **8.0 URGENT BUSINESS (LATE REPORTS)**

The Executive Officer said that a pre-season forum will be held for the Shire's volunteer firefighters on Saturday 19 October 2019.

The Executive Officer advised those attending that this would be the last LEMC meeting for Cr Stephen Fox, thanking him for his time and outstanding efforts. Cr Stephen Fox was instrumental during the recovery process after the Parkerville/Stoneville/Mt Helena fires in 2014.

## **9.0 CLOSING PROCEDURES**

### **9.1 Date, Time and Place of the Next Meeting**

The next meeting will be held at 10am on 6 December 2019, in the Committee Room.

### **9.2 Closure of the Meeting**

The Presiding Person closed the meeting at 10.43am.

# Australian Red Cross Emergency Services LEMC Update

Detailing activities July – September 2019

## 1. PREPAREDNESS

- **‘PERTH HILLS PREPAREDNESS PROJECT’:** Australian Red Cross has received an NDRP grant to fund a multi-year preparedness project with the City of Swan, Shire of Mundaring and City of Kalamunda. The comprehensive preparedness program will be guided by multi-agency steering committees to identify target groups, coordinate key messages, and advise throughout the project.
- **‘PILLOWCASE’ PREPAREDNESS SESSIONS FOR COMMUNITY & CHILDREN:** Red Cross has been recruiting and training new volunteer Pillowcase presenters to deliver sessions in primary schools over the second half of the year. In 2018/19, volunteers delivered to 2056 students in the Metropolitan and South West Regions. Across July – September, 675 students will attend Pillowcase lessons.
- **RESILIENT AUSTRALIA AWARDS:** The ‘Whole of Community Preparedness Project’, a collaborative project between Australian Red Cross, Shire of Nannup, City of Rockingham and City of Swan, received a Highly Commended at the Resilient Australia Awards (WA) ceremony held in July. Congratulations to all involved.
- **RED CROSS PREPAREDNESS WEEK:** Disaster Preparedness Week runs from Monday 23 September to Sunday 29 September. The main theme is; You can’t stop disasters or emergencies from happening, but you can reduce how much they affect you. Take action now to prepare yourself and those you love for whatever may come your way. Red Cross will have an extensive media and promotional campaign and are asking stakeholders to share this information. Red Cross resources such as the Get Prepared App and Rediplan will be promoted.

## 2. RECOVERY

- **RED CROSS RECOVERY TRAINING PROGRAM:** Australian Red Cross has begun to roll out recovery training across WA. Training was delivered in Bunbury and Perth in August and September to local government and state government representatives.

We are delivering three different recovery training programs, Community Recovery Training for Local Governments, Psychological First Aid and Communicating in Recovery Training:





**COMMUNITY RECOVERY TRAINING FOR LOCAL GOVERNMENTS:** With a focus across short, medium and long term recovery the training explores the physical and psychological challenges which affected communities may face after a disaster. Full of activities and discussion opportunities, the training will provide you an opportunity to consider practical aspects of community recovery whilst networking with fellow recovery workers. The training is augmented by a desktop discussion exercise.

**PSYCHOLOGICAL FIRST AID (PFA):** PFA is an approach to helping people affected by an emergency, disaster or traumatic event. It includes basic principles of support to promote natural recovery. This involves helping people to feel safe, connected to others, calm and hopeful, access physical, emotional and social support, and feel able to help themselves. PFA is recognised as international best practice early intervention psychological support provision following an emergency. The principles of PFA are an important grounding for all emergency personnel responding to an emergency.

**COMMUNICATING IN RECOVERY TRAINING:** Australian Red Cross 'Communicating in Recovery' training is now available for local governments, state government agencies, community groups and other stakeholders involved in community recovery. The 'Communicating in Recovery Guidelines for Local Government', produced by the State Emergency Management Committee's Public Information Reference Group is based on Red Cross resources. **RECOVERY TRAINING SCHEDULE ON NEXT PAGE**

For further information on the training, please contact [waeoc@redcross.org.au](mailto:waeoc@redcross.org.au) or call 0448 713 604.

### 3. NATIONAL ACTIVITIES OF INTEREST

- The Red Cross Red Crescent Climate Centre has released the 'Heatwave Guide for Cities'. The Guide offers urban planners and local governments a summary of actions they can take to reduce the dangers of heatwaves, particularly for those most vulnerable to its impacts. <https://www.climatecentre.org>
- Australian Red Cross were involved through extensive consultation in the development of the recently launched Emerging Minds Community Trauma Toolkit. Red Cross personnel are included in the resources for example in the podcasts advising on community recovery needs. This is a suite of resources to help workers and parents/carers to support children before, during and after a disaster or traumatic event. <https://emergingminds.com.au/resources/toolkits/community-trauma-toolkit/>
- An Australian Red Cross team member is a co-author of the recently released article 'Thriving After Disaster: A New Way to Think About Support Programs for Kids', available through the US Natural Hazards Center: <https://hazards.colorado.edu/news/research-counts/special-collection/thriving-after-disaster-a-new-way-to-think-about-support-programs-for-kids>

*All Red Cross resources mentioned within the report can be accessed on the Red Cross website <https://www.redcross.org.au/>*



## **COMMUNITY RECOVERY TRAINING (for local government)**

**Wed 16 - Thurs 17 Oct:** 110 Goderich Street, East Perth

<https://www.eventbrite.com.au/e/community-recovery-training-tickets-62341864194>

**Mon 28 - Tues 29 Oct:** Albany Public Library, 221 York Street, Albany

<https://www.eventbrite.com.au/e/community-recovery-training-great-southern-tickets-62341891275>

**Tues 19 – Wed 20 Nov:** Shire of Wyndham-East Kimberley, 20 Coolibah Drive, Kununurra

<https://www.eventbrite.com.au/e/community-recovery-training-kimberley-tickets-62341774927>

## **PSYCHOLOGICAL FIRST AID TRAINING**

**Mon 21 Oct:** 110 Goderich Street, East Perth

<https://www.eventbrite.com.au/e/psychological-first-aid-training-em-sector-tickets-61982855389>

## **COMMUNICATING IN RECOVERY TRAINING**

**Wed 30 Oct:** Albany Public Library, 221 York Street, Albany

<https://www.eventbrite.com.au/e/communicating-in-recovery-great-southern-tickets-62341988566>

**Mon 4 Nov:** 110 Goderich Street, East Perth

<https://www.eventbrite.com.au/e/communicating-in-recovery-tickets-62341966500>

**Thurs 21 Nov:** Shire of Wyndham-East Kimberley, 20 Coolibah Drive, Kununurra

<https://www.eventbrite.com.au/e/communicating-in-recovery-kimberley-tickets-62341624477>

**Training can also be delivered on request.**